

# How to Register for Classes

1. Log in to your Student Center at [my.maricopa.edu](http://my.maricopa.edu) with your MEID and password.



## Student Center

2. Click the **Add a Class** link under the Academics heading and Enrollment sub-heading.



3. Select the college and term that you want to register for, then click **Continue**. If you do not see the college and term you want, you may not have filled out the **Student Admission Application** and should do so now. In order to register for classes you must be admitted to Chandler-Gilbert



The screenshot shows the 'Add Classes' form with a 'Select Term' section. A table lists available terms and institutions. A red mouse cursor is pointing to the 'Spring 2013' row for 'Estrella Mountain Comm College'.

Select a term then click Continue.			
	Term	Career	Institution
<input type="radio"/>	Fall 2012	Credit	Estrella Mountain Comm College
<input type="radio"/>	Fall 2012	Credit	Mesa Community College
<input checked="" type="radio"/>	Spring 2013	Credit	Estrella Mountain Comm College
<input type="radio"/>	Spring 2013	Credit	Mesa Community College

4. Enter your 5-digit class section number (found on your **high school course list**) in the Enter Class Nbr field, then click the **Enter** button.

Add a class using one of the following:

Search for Class

----- OR -----

Enter Class Nbr

5. Verify that the class you added is the one you want. If everything looks good, click the **Next** button.

**Class Preferences**

ART 131-0002    Lec & Lab  Open    Wait List  Wait list if class is full

Session    Dynamic Dated    Permission Nbr

Career    Credit    Grading    Standard Letter Grades

Enrollment Information    Units    3.00

- Humanities, Arts and Design [HU]

Section	Component	Topic	Days & Times	Room	Instructor	Start/End Date
0002	Lec & Lab	Period 1		Desert Vista High School	Staff	09/17/2018 - 05/31/2019

6. Repeat **Steps 4 and 5** for any other classes you wish to add.

7. Click on the **Proceed to Step 2 of 3** button.

8. Confirm your class schedule one more time, then click the **Finish Enrolling** button.

9. Verify that you are enrolled in the classes you selected. Any errors will have a red X in the **Status column**.

Class	Message	Status
ART 131-0002	Success: This class has been added to your schedule.	<input checked="" type="checkbox"/>

10. Click on **Payment Options**, and then click on the **Charges Due** tab to see any tuition and fees you may owe.

PAYMENT OPTIONS

Tuition is due on the same day that you register into classes. If you do not make payment arrangements by the end of the day, you will be dropped.

- summary
- activity
- charges due
- payments
- pending financial aid
- make a payment

